

WGANC OPEN DAY CHAIR'S MANUAL

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PART I
OPEN DAYS

ELIGIBILITY TO COMPETE IN OPEN DAYS

Open Days are open only to qualified WGANC amateur members who belong to an 18-hole women's group, meet the requirement of a maximum handicap index of 40.4, and have properly pre-entered. Non-WGANC guests with valid GHINs are allowed on specific open days.

WGANC members of the host club may not enter the Open Day held at their club unless the field is undersubscribed and they are specifically invited to do so by the Director in Charge (DIC).

A player belonging to multiple clubs may sign up for an Open Day from one club only. She may play in an Open Day at any club of which she is a member only if the Open Day is undersubscribed. A multi-club member may sign up from any one of her clubs that is eligible to participate in an alpha-restricted Open Day.

Visiting golfers, from private clubs belonging to an association, may be invited to play in an Open Day if space permits and upon notification to the DIC.

HANDICAP LIMITS ON OPEN DAYS

Handicaps for Open Days will be established as follows: to be eligible, a player must have a USGA GHIN Handicap Index of 40.4 or lower using the posted revision date. No assumed handicaps will be allowed.

ENTRY FEE FOR OPEN DAYS

The entry fee for each Open Day is \$5.00 and payable at the check-in table, along with food and cart fees, unless otherwise specified in the Letter of Invitation.

DRESS CODE FOR OPEN DAYS

All players must abide by the dress code regulations of the host club, as specified in the Letter of Invitation.

STARTING TIMES FOR OPEN DAYS

Players must check in with the tournament committee no later than 30 minutes prior to the shotgun start time specified in the Letter of Invitation.

RECEIPT OF LETTER OF INVITATION FOR ALL OPEN DAYS

Six weeks prior to a given Open Day, the Open Day Chair of each member club (or the captain if there is none) will download particulars about the event from the WGANC website. Full details of the Letter of Invitation should be entered on a copy of the WGANC Open Day Pre-Entry Form (1027E) which should then be posted in the locker room as a sign-up sheet. The sign-up sheet should not be posted before the Letter of Invitation is available.

WGANC OPEN DAY PRE-ENTRY FORM (1027E)

Pre-Entry Forms (1027E) are available to Open Day Chairs on the WGANC website. This form must be used when sending entries to the DIC of the Open Day.

The Open Day Chair is responsible for properly completing the Pre-Entry Form (1027E). The name, telephone number (including area code) and e-mail address of the person responsible for the pre-entries should be included.

The form must include the correct GHIN number of each entrant and her name as listed by GHIN. Entrants must be members of the club's 18-hole women's group. Junior girls may sign up for Open Days and will be allowed to play if the Open Day is undersubscribed. In this case, the entrant must identify themselves as a junior golfer on the entry form.

Indicate preference for carts or caddies (if available), and whether a player is a current or past director, member of the rules committee. It should also be noted in the appropriate column if the player is asking to play in both back-to-back open days. When signing up for an Open Day that is a back-to-back, it should be noted in the appropriate column if the player is asking to play in both (or all) back-to-back Open Days. Bracket players who wish to play together as twosomes should indicate this in the appropriate column, by using their entry numbers on the Open Day Pre-Entry form. Also, indicate if someone wishes to play with a member from another club. Brackets will only be allowed for 2 players unless the Letter of Invitation allows for bracketing of 2, 3 or 4 players.

- **PLAYERS WILL BE ACCEPTED IN THE ORDER IN WHICH THEY APPEAR ON THE WGANC PRE-ENTRY FORMS.**

An important factor in updating the number of cancellations and "No-Shows" is the careful monitoring of the Pre-Entry Form (1027E) by the Open Day Chair.

She should keep a copy of the list of players entered in each Open Day. This will serve the dual purpose of maintaining a record of each member's participation and will be helpful when players need to call a substitute.

Any substitution of players or cancellations made after the list has been sent should be reported immediately to the DIC.

No later than 10 days prior to the Open Day date, the Open Day Chair will be notified by the DIC of all players accepted from pre-entries properly submitted. The Open Day Chair will then notify her members. If the field is oversubscribed, an equal number of players as possible will be accepted from all clubs sending in entries. Past directors who qualify, current

directors, and WGANC rules committee members will be automatically accepted; they do not count against the club's number of accepted players if equalization is necessary because of an oversubscribed field. Players entering in back-to-back Open Days in the same geographical area are also not counted in the club's equalization count.

SENDING WGANC PRE-ENTRY FORM

The Letter of Invitation will specify the dates within which the entry must be e-mailed to the DIC. At the discretion of the DIC, entries sent before or after the specified dates may be allowed if the field is undersubscribed.

- **ENTRIES E-MAILED OUTSIDE THE SPECIFIED DATES WILL BE REFUSED IF THE FIELD IS OVERSUBSCRIBED.**

OPEN DAY CANCELLATIONS, "NO-SHOWS" AND SUBSTITUTIONS

Only players who actually intend to play in an Open Day should be allowed to pre-enter. If an entrant finds that she is unable to play, she should immediately notify her Open Day Chair who will notify the next player on her list of pre-entries, if there is one. The Open Day Chair should immediately notify the DIC of the cancellation and/or substitution. If there is no player on her list of pre-entries, she should check with the DIC before providing a substitute.

Cancellations

If a player cancels without a substitute after the cancellation date on the Letter of Invitation, she must pay for food and cart. She may play in subsequent Open Days only when payment has been received by the WGANC office for the food and cart fees.

"No-Shows"

A player who does not cancel must pay for food and cart and will be ineligible to play in Open Days for six months from the date payment is received. Players may cancel by calling the DIC or on the morning of the Open Day only, the pro shop of the host club.

A letter advising the player of the charges and consequences will be sent to her, with a copy to the Captain and the Open Day Chair.

PLAYERS

1. Players should remember that CASH payment is required for all Open Day Tournament fees. Please bring exact change.
2. Sweeps are \$5.00 and are included in the Open Day Tournament fee.
3. Club's dress code regulations on the Letter of Invitation should be checked.
4. Players should arrive at the club at least one-half hour before the tee time.
5. Every player should have a name tag on her golf bag.
6. Normally there is one name to a scorecard. (There will be two names to a scorecard in a team event.) Players should exchange cards for scoring. Scorecards must be signed by the player and attested by a fellow competitor.

PART II

OPEN DAY PROCEDURES FOR HOST CLUB

OPEN DAY DATE SELECTION

Before the fall Area Meeting, the captain is requested to submit two or three possible dates for her club's Open Day the following year. This will give the DIC the opportunity to confer with the other captains of member clubs within her geographical area in order to avoid conflicts and to secure the best date possible. When selecting Open Day dates, it is recommended that usual weather conditions be taken into consideration. Clubs do not have to have it at the same time each year. Preference for Open Day dates are given in order of club rotation.

It is strongly recommended that dates for Open Days (and Invitationals) do not interfere with WGANC major tournaments.

LETTER OF INVITATION

At least eight weeks prior to the Open Day, the DIC will contact the Open Day chair of the host club to confirm the Open Day date and schedule a date for the arrangement meeting to obtain the details to be included in the Letter of Invitation.

The DIC will prepare the letter and obtain the necessary approvals before it is posted to the WGANC website. The Letter of Invitation will be posted on the WGANC website on the Monday that is not less than six weeks prior to the Open Day.

CLUB AND COURSE PREPARATION FOR OPEN DAYS

After the closing date for pre-entries, the DIC will contact the Open Day chair of the host club. The DIC will discuss with her the number of players accepted, the luncheon and caddie or cart reservations, starting tees and preparation of the club and the course for the Open Day.

The Captain should appoint three or four members of her women's group to serve as hostesses, collect the fees for the Open Day and to help with the return and checking of scorecards. If necessary, spotters should be appointed.

Local rules should be prominently posted or made available to all players, hazards or boundaries properly staked or defined and tee markers and hole locations fairly placed. See that carts and caddies as reserved are available. The golf shop, locker rooms and dining rooms should be open and staffed to meet the requirements of the event. A QUIET WORK AREA (with a three-hole electrical outlet) should be available for the DIC and her WGANC Open Day Tournament Assistant, and an area with microphone and lectern provided for presentation of awards.

OPEN DAY MORNING

The DIC, WGANC Open Day Tournament Assistant, host Captain or Open Day Chair and her committee should arrive at the club no later than 1/2 hour prior to the check-in time indicated on the Letter of Invitation.

In general, the DIC, Open Day Tournament Assistant, the host club Captain and Open Day Chair do not participate in the play. Members from the host club are not allowed to enter the tournament, except by special permission of the DIC.

The DIC and the Open Day Tournament Assistant will marshal the play during the Open Day. The Pro Shop will need to provide one cart for this purpose.

The DIC and Open Day Tournament Assistant will have lunch before finish of play. The DIC will pay for the meals.